

		PROCEDURE NO. _____ <u>HS301</u>
<h1>STANDARD PROCEDURE</h1>		DATE _____ <u>September 10, 1998</u>
		SUPERSEDES _____ <u>New</u>
SUBJECT HAZWOPER TRAINING AND REFRESHER		APPROVED _____ James L. Unmack

1.0 PURPOSE AND POLICY

1.1 Purpose

To establish the EARTH TECH policy for HAZWOPER training, defining who must be trained and how training will be accomplished.

1.2 Policy

It is the policy of EARTH TECH that all employees who have occasion to work on a hazardous waste operation or hazardous waste site or supervise work on a hazardous waste operation or hazardous waste site as defined by 29 CFR 1910.120(b) shall receive training meeting the requirements of 29 CFR 1910.120(e).

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3.0 RESPONSIBILITY MATRIX

3.1 Procedure Responsibility.

The Corporate Director, Health and Safety, is responsible for the issuance, revision, and maintenance of this procedure.

3.2 Action/Approval Responsibilities.

The Responsibility Matrix can be found as Attachment 1 in Section 8.0.

4.0 DEFINITIONS

Hazardous Waste. Hazardous waste means a waste or combination of wastes as defined by 40 CFR 261.3 and 49 CFR 171.8.

Hazardous Waste Operation. Hazardous waste operation means any clean up operation or corrective action at a hazardous waste site.

Hazardous Waste Site. A hazardous waste site is any site where clean up or corrective action is required by a governmental body, whether federal, state, or local, involving hazardous waste. Hazardous waste sites include, but are not limited to, sites on the EPA's National Priority Site List (NPL), state priority site lists, sites recommended for the EPA NPL, and government identified sites before the initial investigation determines the presence or absence of hazardous waste. Hazardous waste sites also include sites covered by the Resource Conservation and Recovery Act of 1976 (RCRA) as amended (42 U.S.C. 6901 et seq.) and treatment, storage, and disposal (TSD) facilities regulated by 40 CFR Parts 264 and 265 pursuant to RCRA; or by agencies under agreement with U.S.E.P.A. to implement RCRA regulations, where clean-up operations or corrective actions are conducted, and sites where voluntary clean-up operations are conducted involving hazardous substances or hazardous waste.

HAZWOPER. Hazardous Waste Operations and Emergency Response, as applied to hazardous waste operations.

HAZWOPER Worker. A person who works on hazardous waste operation.

5.0 PROCEDURE

Employees shall not be permitted to participate in or supervise field activities until they have been trained to a level required by their job function and responsibility.

5.1 Business Unit Managers

- Ensure that all employees who are or will be assigned to work on a hazardous waste operation or hazardous waste site or supervise work on a hazardous waste operation or hazardous waste site as defined by 29 CFR 1910.120(b) receive training meeting the requirements of 29 CFR 1910.120(e).
- Schedule or provide for safety and health training meeting the requirements of 29 CFR 1910.120(e).
- Provide adequate facilities for in-house training to meet the needs of the scheduled training.
- Ensure that Project Managers, Response Managers, Construction Managers, and Supervisors of HAZWOPER workers receive 8 hours of hazardous waste operations supervisor training in accordance with 29 CFR 1910.120(e)(4).

5.2 Project, Response, Construction Managers

- Ensure that each of their employees who is assigned to work on a hazardous waste operation or hazardous waste site or supervise work on a hazardous waste operation or hazardous waste site as defined by 29 CFR 1910.120(b) receive a minimum of 40 hours of instruction off the site before being dispatched to the site, and a minimum of three days actual field experience under the direct supervision of a trained, experienced supervisor.
- Ensure that onsite employees who manage or supervise HAZWOPER workers receive 8 hours of hazardous waste operations supervisor training in accordance with 29 CFR 1910.120(e)(4).
- Ensure that each of their employees who is assigned to work on a hazardous waste operation or hazardous waste site or supervise work on a hazardous waste operation or hazardous waste site receives eight hours of refresher training annually.
- Schedule work assignments to allow timely completion of refresher training in accordance with 29 CFR 1910.120(e)(8).

5.3 HAZWOPER Employees

- Attend initial 40 hours of health and safety training for hazardous waste site workers before working on a hazardous waste site or supervising hazardous waste operations.

- Obtain and document a minimum of three days actual field experience under the direct supervision of a trained, experienced supervisor. See Attachment 2 to document field experience.
- Attend 8-hour HAZWOPER Refresher training no longer than 365 days from their last HAZWOPER training. If more than 24 months have passed since the last HAZWOPER training, the initial 40-hour training must be repeated.
- Provide copies of their 40-hour HAZWOPER training certificate and their most recent 8-hour HAZWOPER Refresher training certificate to the location Health and Safety Coordinator and to the Project/Response/Construction Manager.

5.4 Health and Safety Coordinators

- Keep a copy of each HAZWOPER training certificate received by employees assigned to the business unit.
- Remind HAZWOPER employees when due to take HAZWOPER refresher training in time to avoid expiration of HAZWOPER training certification.
- Coordinate with Business Unit Managers to schedule HAZWOPER training courses.
- Coordinate with Health and Safety Department to schedule in-house HAZWOPER refresher training.

5.5 Health and Safety Department

- Provides trainers for in-house HAZWOPER refresher training when resources are available.
- Assists Health and Safety Coordinator to schedule out-sourced training.

6.0 EXCEPTION PROVISIONS

Variances to this procedure shall be requested in accordance with established procedures. See HS109.

7.0 CROSS REFERENCE

None

8.0 ATTACHMENTS

Attachment 1: Responsibility Matrix
Attachment 2: References
Attachment 3: Field Experience Documentation

RESPONSIBILITY MATRIX

Action	Procedure Section	Business Unit Manager	PM, RM, CM	HS Coordinator	Corporate EHS Manager
Issuance, revision and maintenance of this procedure	3.1				X
Facilities for training	5.1	X			
Enforcement of training requirements	5.2		X		
Maintenance of training records	5.4			X	

PM Project Manager
RM Response Manager
CM Construction Manager
HS Health and Safety
EHS Environmental Health and Safety

REFERENCES

29 CFR 1910.120 Hazardous Waste Operations and Emergency Response

29 CFR 1926.65 Hazardous Waste Operations and Emergency Response

42 U.S.C. 6901 et seq. Resource Conservation and Recovery Act of 1976

40 CFR 261.3 Definition of Hazardous Waste

40 CFR 264 Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities

40 CFR 265 Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities

49 CFR 171.8 Definitions and Abbreviations

FIELD EXPERIENCE DOCUMENTATION

NAME: _____

Title 29 of the Code of Federal Regulations, Part 1910.120(e)(3) requires general site workers (such as equipment operators, general laborers, and supervisory personnel) engaged in hazardous substance removal or other activities which expose or potentially expose workers to hazardous substances and health hazards to receive a minimum of three days actual field experience under the direct supervision of a trained, experienced supervisor following a minimum of 40 hours of initial instruction off the site. This *on-the-job training* is documented as follows:

DATE	PROJECT	SUPERVISOR'S SIGNATURE

Employee's Signature

Date